

INSTRUCTIONS FOR SEALING OPTION 1

Sealing A Conviction

Specific procedures for filing vary somewhat from county to county. The following are general guidelines for filing your petition. Local procedures may be slightly different and should be followed. Also, if you plan on filing by mail, you should contact the relevant Circuit Clerk's office and inquire as to their local procedures for doing so.

Step No.	What to Do
Step 1	Complete the Petition to Seal a Conviction and the first page only of the Order to Seal a Conviction . If you have additional arrests or convictions, include that information on the Additional Arrests and Convictions sheet and attach it to your completed Petition to Seal. Use the sample provided as your guideline
Step 2	Have your signature on the Petition to Seal notarized by a Notary Public.
Step 4	Make six (6) copies of the Petition, and one (1) copy of the Order.
Step 5	File your original Petition and Order with the Circuit Clerk
Step 6	Have the following names and addresses available and ready for the clerk: <ul style="list-style-type: none">• the State's Attorney of the county you are filing in;• the Illinois State Police, Bureau of Identification, 260 N. Chicago Street, Joliet, Illinois 60431-1342;• the Arresting Authority; and• the Chief Legal Officer of the unit of local government affecting the arrest. You will give four (4) of the copies of the Petition to the clerk to send to the above agencies. Keep the two (2) extra copies of the Petition and the extra copy of the Order for your files

Once you have filed your Petition to Seal a Conviction, the various agencies have sixty (60) days to file an objection.

If the court notifies you of a hearing date, appear in court at the date, time and location as directed by the court. A hearing may or may not be required.

If your Petition is granted, the Circuit Clerk will mail a copy of the order to the arresting agency, the Illinois State Police, the State's Attorney and such other criminal justice agencies as may be ordered by the judge. You may be asked to pay certain

statutory mailing and certification fees for each agency required to receive notice.

If required, deliver to the Circuit Clerk a certified check or money order payable to the Department of the State Police in the amount of \$60.00. The State Police will not seal or expunge your record without this fee. Some counties may collect this fee at the time of filing, others after the petition has been granted.